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DATE: June 5, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Changes to Civil Service Rule 17.14(8)

At its General Business meeting held on June 4, 2014, the State Civil Service Commission repealed Civil Service Rule 17.14(8) as it relates to the expansion of career field 9999 in a layoff plan.

The repeal of rule 17.14(8) is effective July 1, 2014.

Civil Service Rule 17.14 as it now reads is attached.

Sincerely,

s/Shannon S. Templett
Director

Chapter 17 Changes**17.14 Requirements for the Written Layoff Plan**

The layoff plan shall include, but not necessarily be limited to, the following items:

1. Affected organizational unit
2. Reasons why the layoff is being proposed
3. Any budgetary measures which may have been taken to avoid a layoff
4. Proposed effective date of the layoff
5. Definition of commuting area used for this layoff (refer to Rule 1.9.01)
6. How pay on relocation to lower jobs will be set, if applicable. (refer to Rule 6.8.2)
7. For the abolished positions, list:
 - a. parishes where the positions are domiciled;
 - b. affected job titles;
 - c. career field for each affected job title; and
 - d. number of positions for each affected job title.
- 8. Repealed effective July 1, 2014.**
9. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who are expected to be laid off.
10. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who will be moved to vacancies created as a result of the layoff, and the job title planned to be offered to each employee.
11. Exemptions made, if any, under Rule 17.15(e) and reasons for these exemptions.
12. Exceptions requested, if any, under Rule 17.3 and reasons for these exceptions.
13. Name, job title, beginning and end date of appointment, authorizing rule number and pay of all unclassified and classified temporary, non-permanent appointees in the affected organizational unit, and how these positions will be affected by the layoff.
14. Contracts either currently in effect or anticipated that may be causative of or related to the layoff.